

1) Promotion Details	
Month	
Promotion	
Offers Per Display	
First Order Date	
First Delivery Date to Direct Account	
Direct Account Ships to Retail (week of)	
2. Pre-Planning and Execution	
Review with Direct Account	
Direct Account Administration	
Templates/Packing Instruction to Direct Account	
BSGSF Ordered	
BSGSF Delivery to Direct Account	
Premiums Ordered	
Premium Delivery to Direct Account	
Template Loaded/Reviewed	
Product Stamping	
VAP Assembly/Packing	
3. Follow-Up Process	
Review Unshipped SKUs	
Identify Missed Distributions	
Reload Distributions	
Ship to Appropriate Accounts	

- You may want to reformat Sections 2 and 3 to cu